U.S. EPA'S ELECTRONIC NOTICE OF INTENT (eNOI) CONSTRUCTION GENERAL PERMIT (CGP)

HOW TO SUBMIT APPLICATIONS VIA EPA's CGP eNOI SYSTEM

In order to submit your application using the EPA Electronic Notice of Intent (eNOI) system, you will need to register a Central Data Exchange (CDX) account.

LINKS: Access the eNOI application using your CDX user information here: http://cdx.epa.gov/epa_home.asp
General CGP Information: www.epa.gov/npdes/stormwater/cgp

Log in to CDX: Ensure you have previously registered for CDX. Log in to CDX with your CDX information. Enter "eNOI:CGP" from MyCDX to certify, view, modify, or terminate Construction General Permit NOIs.

CGP Homepage to Search, Edit, Terminate Records: Once you reach the CGP eNOI homepage you may search through your existing CGP NOI records to locate a previously drafted or submitted CGP NOI. Through this you may terminate existing CGP NOI Records.

Create New NOI and Interview Questions: Click Create New NOI in the left navigation panel to begin your CGP application process. Answer the interview questions. Some answers will yield a response that the EPA is not permitting authority for your construction site. Click to download Appendix B of EPA's Final 2012 Construction General Permit for information relating to where EPA is the permitting authority.

CGP NOI Submission Process: Proceed through the questions on the Operator Information Page, Endangered Species Protection page, Historic Preservation Page, Discharge Information Page, and Additional Receiving Waters Page.

Certifying Official: Designate a certifying official for the NOI. The certifier is the entity authorized to certify the CGP NOI. Provide NOI preparer information.

Review: Review all information input on the Review page.

- ☐ You may edit, add and delete information as necessary.
- ☐ Once the review is completed, Submit to send to the certifying official for review and certification.

Certifying E-mail: The certifier will receive an email with a certification key that is linked to the certifying officials email address listed on the drafted CGP NOI. The certifier needs to login to their CDX account that is registered to the same email address listed on the drafted CGP NOI application.

Add Certification Key: In the left hand navigation pane, click Add Certification Key. Copy the certification key from the email into the certification key box. Click Add. This will add the reports to the account to certify. Click Home in the left navigation pane.

Certify: Click Load to load the reports. Select the check box(es) next to the report(s) you wish to submit to EPA. Click the Certify button. Complete the certification process on the drafted One-Time Report(s). Once certified, click Home and verify that the CGP status column for the record shows "Certified".

QUESTIONS?

Please contact **the EPA's NOI Processing Center**:
By Telephone: Live telephone support is available from 8:00 am to 5:00 pm (EST) at 866-352-7755.
By Web-form: Fill out the online form at www.epa.gov/npdes/noicontact
By E-mail: Send an e-mail to NOI Center staff at noi@avanticorporation.com

FREQUENTLY ASKED QUESTIONS (FAQ):

Where can I find a copy of EPA's National Pollutant Discharge Elimination System General Permit for Discharges from Construction Activities?
http://www.epa.gov/npdes/pubs/cgp2012_finalpermit.pdf

Who must seek permit Coverage Under an EPA Construction General Permit?
Please Refer to Part 1 of EPA's Final 2012 Construction General Permit.

When should I file an NOI and who needs coverage?
Please Refer to Part 1 of EPA's Final 2012 Construction General Permit.

How long is the waiting period? The NOI review/waiting period is 14 calendar days after EPA has acknowledged receipt of your NOI on the Agency's website. Please see Part 1 of EPA's Final Construction General Permit for NOI submittal deadlines and authorization dates.

I've received the certification key email, now what? Log in to your CDX account. Enter the Construction General Permit eNOI application. Click "Add Certification Key" in the left frame. Copy the certification key you received in the email and paste it in the certification key field; then click add. You should see a confirmation message showing the number of reports that have been added.

What is a certification key? A certification key acts as a verification measure to ensure that the user assigned to certify the report, is doing so through the CDX account that has been registered to his/her email address.

How do I certify my CGP NOI using the certification key? You will first use the certification key you receive to add the reports to your account. Once complete, click the home link in the left frame of the page. Click the "load" button. Select the reports you wish to certify. Click the certify link. Complete the certification process on the Construction General Permit NOI.

KEY TERMS:

For construction-related key terms and definitions, see Appendix A of EPA's Construction General Permit (CGP)
http://www.epa.gov/npdes/pubs/cgp2012_appendixa.pdf

Municipal Separate Storm Sewer System (MS4): A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains)

Endangered Species Act (ESA) - An act that provides for the conservation and protection of ecosystems and the threatened and endangered species which are parts of the ecosystems.

SWPPP (Stormwater Pollution Prevention Plan) - a site-specific, written document that: (1) identifies potential sources of stormwater pollution at the construction site; (2) describes stormwater control measures to reduce or eliminate pollutants in stormwater discharges from the construction site; and (3) identifies procedures the operator will implement to comply with the terms and conditions of this general permit.

If you have trouble accessing the NOI application page, it may be necessary to ensure that you have "Use TLS 1.0" applied in your internet "Tools" (found in your browser under: Tools → Options → Advanced)